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DDA 77-2995

Executive Registry
77-1067/1

26 May 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: DDA Exchange

REFERENCE: Routing and Record Sheet, dtd 18 Apr 77 (DDA 77-2176)

1. Action Requested: You are invited to author the lead article for the July issue of DDA Exchange. A copy of a past issue is attached for your review.

2. Background: DDA Exchange is a quarterly publication with wide circulation throughout the Directorate and among DDA careerists serving in other components. The publication serves as a source of information as well as a vehicle to describe new techniques or concepts at work in the Directorate. The majority of the articles are prepared by DDA careerists, writing on their own time, on topics of professional interest. Based on a survey recently conducted among the readership, the publication is very favorably received and is an important source of information of DDA activities. Previous authors of the lead article (or "Comment") include John McMahon, George Bush and Hank Knoche. Several of the survey responses requested an article from you. The articles normally run between 300 and 600 words. The subject of the article is, of course, left to your discretion; however, the Executive Board of Exchange offers the following suggestions for your consideration as subject areas:

- a. your recently established "small group meetings,"
- b. your previous view of the Agency from Naples contrasted with your present view from the seventh floor, or
- c. what type of support you expect from the Directorate of Administration.

It has been our custom to include a photograph of the author of "Comment" with the article. With your permission, we could use your official Agency photograph, or if you prefer, arrangements will be made for one to be taken at your convenience.

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3. Recommendation: That you submit an article as requested above. Our deadline for submission of articles to the printer for this issue is on or about 10 June 1977.

25X1A


John F. Blake

Attachment - April 1977 DDA Exchange

I WILL SUBMIT AN ARTICLE:



Director of Central Intelligence

I WILL NOT SUBMIT AN ARTICLE:

Director of Central Intelligence

7 JUN 1977

Date

Distribution:

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2			
3	DDI	JUN 1977 26 MAY 1977	HS
4	DDA		✓
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

→ [REDACTED] by
Return to Jack Blake -
Jack Det will submit
article.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Administration [REDACTED]	26 May 77
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